



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **EDUCATION PROGRAMS**

ENDURING QUESTIONS

DEADLINE: September 13, 2012 (for projects beginning May 1, 2013)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Sample budget for course developed by a single faculty member
- ☐ Sample budget for course developed by multiple faculty members
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Education Programs at enduringquestions@neh.gov and 202-606-8380. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

The NEH Enduring Questions grant program supports faculty members in the teaching and development of a new course that will foster intellectual community through the study of an enduring question. This question-driven course will encourage undergraduates and teachers to grapple with a fundamental concern of human life addressed by the humanities, and to join together in a deep and sustained program of reading in order to encounter influential thinkers over the centuries and into the present day.

What is an enduring question? The following list is neither prescriptive nor exhaustive but serves to illustrate.

- What is good government?
- Can war be just?
- What is friendship?
- What is evil?
- Are there universals in human nature?
- What are the origins of the universe?

In addition, please also consider the questions raised in the sample funded projects, which are available on the [program resource page](#).

Enduring questions are questions to which no discipline, field, or profession can lay an exclusive claim. In many cases they predate the formation of the academic disciplines themselves. Enduring questions can be tackled by reflective individuals regardless of their chosen vocations, areas of expertise, or personal backgrounds. They are questions that have more than one plausible or compelling answer. They have long held interest for young people, and they allow for a special, intense dialogue across generations. The Enduring Questions grant program will help promote such dialogue in today's undergraduate environment.

The course is to be developed by one or more (up to four) faculty members, but not team taught. Enduring Questions courses must be taught from a common syllabus and must be offered during the grant period at least twice by each faculty member involved in developing the course. The grant supports the work of faculty members in designing, preparing, and assessing the new course. It may also be used for ancillary activities that enhance faculty-student intellectual community, such as visits to museums and artistic or cultural events. An Enduring Questions course may be taught by faculty from any department or discipline in the humanities or by faculty outside the humanities (for example, astronomy, biology, economics, law, mathematics, medicine, psychology), so long as humanities sources are central to the course.

An NEH Enduring Questions course

- must explore an explicitly stated question that lends itself to sustained and open inquiry;
- must emphasize extensive reading, drawing on works from a range of historical periods;
- may draw on artworks (for example, music, plays, films, paintings, sculptures);

- must reflect intellectual pluralism and balance, anticipating more than one plausible answer to the question at hand;
- may draw solely from Western or non-Western traditions, or combine various traditions;
- must be open to students regardless of major or concentration; and
- must have institutional support, as evidenced by a letter from the president, provost, dean, program chair, or department chair, attesting 1) that the college or university supports the course, 2) that the course is new, and 3) that it will be offered at least twice during the grant period by each faculty member involved in developing the course.

Enduring Questions grants may **not** be used for

- team-taught courses;
- redevelopment of previously offered courses;
- improvement of multiple courses;
- development of curricular or pedagogical methods or theories;
- preparation of courses for graduate students;
- textbook research or revision;
- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- works in the creative and performing arts (for example, painting, writing fiction or poetry, dance performance, etc.); or
- doctoral dissertations, theses, or any other research pertaining to a graduate degree program.

The Enduring Questions program welcomes projects that respond to the theme of *Bridging Cultures*, an agency-wide initiative encouraging exploration of cultures from around the globe, as well as the myriad subcultures within America's borders and their influence on American society. Such projects could focus on cultures internationally or within the United States. NEH welcomes projects that enhance understanding of diverse countries, peoples, and cultural and intellectual traditions worldwide. *Bridging Cultures* projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For the Enduring Questions grant program, such products may include online course materials. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

II. Award Information

NEH Enduring Questions grants can provide up to \$25,000 in outright funds for projects serving a single institution. The grant period may run between eighteen and thirty-six months. Recipients may begin their grants as early as May 1, 2013, but must begin no later than January 1, 2014.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

Any U.S. nonprofit college or university with IRS 501(c)(3) tax-exempt status is eligible. Individuals are not eligible to apply.

The Enduring Questions program accepts applications from American two- and four-year colleges and universities on behalf of faculty members who carry a full-time teaching load or its equivalent. Part-time teaching positions at different colleges or universities may amount to the equivalent of a full-time teaching load.

Project directors may be tenured, tenure-track, non-tenure-track, or adjunct faculty members at a two-year or four-year college or university. Graduate students may not serve as project directors, unless they are teaching full-time or its equivalent.

When more than one faculty member is involved in designing the course, one and only one of them must be listed in the application as the official project director of record.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application Information

HOW TO PREPARE YOUR APPLICATION

Application advice

Prior to beginning, applicants should review the evaluation criteria listed below in Section V.

NEH staff members do not read and comment on draft proposals in the Enduring Questions program. However, potential applicants may discuss with the staff specific questions that arise during the preparation of their proposals, if those questions are not covered in the Frequently Asked Questions document. (You can find a link to the Frequently Asked Questions document

on the [program resource page](#).) If you have questions, contact NEH's Division of Education Programs at (202) 606-8380 or via e-mail at enduringquestions@neh.gov.

Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility.

You will prepare your application for submission via Grants.gov. Please keep these important matters in mind as you prepare the application:

- all parts of the application must be put into PDF format before they are uploaded to Grants.gov;
- all pages must be formatted with one-inch margins and with a 12-point font; and
- applications exceeding the page limits will not be reviewed.

Your application should consist of the following seven parts:

1. Narrative—Not to Exceed Six Double-Spaced Pages

The faculty member(s) preparing the course should provide an intellectual justification for the new humanities course. The narrative should not assume specialized knowledge and should be free of technical terms and jargon. The narrative should address the following areas.

- *Intellectual rationale and teaching value*
State the enduring question in the interrogative form, and make a case for its historical persistence. Include second-order questions that are embedded within the enduring question. Explain the relationship between the core readings and the enduring question to be explored, as well as the relationship of the core works to one another. The course must emphasize extensive reading, drawing on works from a range of historical periods. The course may draw on artworks (for example, music, plays, films, paintings, sculptures). The works to be studied and the question to be explored must reflect intellectual pluralism, anticipating more than one plausible or compelling approach. Describe the institutional context of the course, including its potential to foster intellectual community and its relation to the existing curriculum.
- *Envisioned course design*
Identify the intended audience for this new course. Describe how the new course will be structured, explaining the anticipated length of the course (in weeks) and the number of sessions each week. Discuss what will be expected of the students (including how much they will be asked to read each week), and explain how the faculty member(s) involved in developing the course will create a community of intellectual inquiry. Justify the choice of readings and other sources and describe how they will be studied and discussed. Explain how the course will deal with the challenges of, for example, unfamiliar art forms or extensive required reading (through methods such as online discussion boards, small group sessions, study questions, or quizzes).

Describe any ancillary student activities (for example, class trips to concerts, plays, museums). Describe any student writing or research components, as well as any other independent projects or potential outcomes of the course. Discuss how the effectiveness of the new course will be assessed.

- *Course preparation*

Explain why this new course requires the support of a grant to be developed and taught effectively. Discuss the ways in which preparing the course will expand the intellectual and scholarly range of the faculty member(s) involved. Include a discussion of the texts to be consulted in developing the course. The grant program assumes that the faculty preparing the course will teach the course without relying on guest lecturers.

Provide a plan of work that describes how the faculty member(s) will develop the course. Include a timeline for such activities as reading core texts and additional works, preparing class materials, and creating a syllabus.

2. Core Reading List—Not to Exceed One Single-Spaced Page

The core reading list should identify the texts that are likely to be included in the final syllabus of the course. The readings should be ambitious, but in terms of their length and difficulty they should also be manageable for undergraduates at the applicant institution.

3. Bibliography—Not to Exceed Two Single-Spaced Pages

The bibliography should include the works that the relevant faculty member(s) plan to study, as well as the related literature and other sources to be consulted in designing the course.

4. Budget

Using the Enduring Questions budget information and instructions and the appropriate sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget information and instructions and the budget form are available on the [program resource page](#). On that page links are also available to sample budgets for courses developed by a single faculty member or by multiple faculty members.

Please attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form.

In addition to the \$15,000 stipend for the faculty member(s) to develop the course, applicants may request no more than \$10,000 for

- the purchase of books and other materials necessary for course development;
- funding for ancillary student activities (for example, attending plays, concerts, or museum exhibitions);
- consulting services, such as expert advice for the development of course content;

- digital consulting services to develop a digital humanities component, such as a project website;
- costs incurred in publicizing the course; and
- costs incurred in disseminating the course (for example, online, in the community, at academic meetings and conferences).

Any such budgeted items should be discussed briefly in the narrative. The requested amount of no more than \$10,000 may also include

- indirect costs (see the options in the directions for section 9.a.-c. of the Enduring Questions budget information and instructions); and
- fringe benefits.

5. Résumé or Brief Biography—Not to Exceed Two Single-Spaced Pages for Each Faculty Member Involved in Designing the Course

Please include the following information:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards, Honors, and Fellowships:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and any publications or other products that resulted from them.
- *Course List:* List all courses taught within the last three years.
- *Other Relevant Professional Activities and Publications.*

6. Letter of Institutional Commitment

A letter (from the president, provost, dean, program chair, or department chair at the institution at which the course will be taught) MUST certify 1) that the institution supports the proposed course; 2) that the course is new; and 3) that during the grant period it will be offered at least twice by each faculty member involved in developing it. Ideally, this letter would also explain the importance of the course within the institution's overall curriculum.

7. Abstract—Not to Exceed Two Hundred Words or One Thousand Characters

The abstract should be clear, free of jargon, and accessible to nonspecialists.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Deadlines

Applications for NEH Enduring Questions grants must be received by Grants.gov by 11:59 p.m. Eastern Time on September 13, 2012. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

Evaluators are asked to apply the following criteria when judging the quality of applications.

1. Intellectual quality

Does the proposed course explore an enduring question that lends itself to sustained and open inquiry?

Does the proposal make a persuasive case for the historical persistence of the question?

Is there a well-articulated relationship between the enduring question to be considered and the works to be studied by the faculty member(s) in preparing the envisioned course?

Are intellectual pluralism and balance evident in the question to be considered and in the works proposed for the course?

Does the approach to the question suggest more than one plausible answer?

Does the course draw on works from a range of historical periods?

Does the course emphasize extensive reading?

Is the proposal clear, free of jargon, and accessible to nonspecialists?

2. Feasibility

Does the course development plan require the faculty member(s) to read extensively from a body of primary and scholarly literature that significantly reaches beyond their current expertise?

Is the plan of work well designed?

Does the course development plan enable the faculty member(s) to teach the course without relying on guest presenters (including any project team members)?

Is the envisioned course well suited to its intended audience?

Are the envisioned core readings ambitious but realistic for undergraduates at the applicant institution?

Are ancillary activities, if any, well conceived?

3. Impact

Is the proposed course new?

Does the course have the potential to foster intellectual community—anchored in an enduring question—among students in the course?

Has the institution committed to having the course offered at least twice during the grant period by each faculty member involved in developing it?

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects grantees to make the course syllabus (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as syllabi and links to course websites) on its own website. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at various times during the year to advise the NEH chairman on grants. The Chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in April 2013. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2013. Applicants may obtain the evaluations of their applications by sending an e-mail message to enduringquestions@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim reports and a final performance report will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

Recipients will be expected to submit a course syllabus, a bibliography, and other relevant materials upon the completion of the grant. These materials may be posted on the NEH website.

VII. Points of Contact

If you have questions about the program, contact:

Enduring Questions
Division of Education Programs
National Endowment for the Humanities
Room 302
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8380
enduringquestions@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@Grants.gov
Grants.gov customer support tutorials and manuals:
http://www.grants.gov/applicants/app_help_reso.jsp
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This

estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package or you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.
- ☐ **Complete the following forms contained in Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Project narrative (name the file “narrative.pdf”)
 - ATTACHMENT 2: Core reading list (name the file “readings.pdf”)
 - ATTACHMENT 3: Bibliography (name the file “bibliography.pdf”)
 - ATTACHMENT 4: Budget and copy of your institution's current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)
 - ATTACHMENT 5: Résumé(s) of the faculty who would develop the course (name the file “resume.pdf”)
 - ATTACHMENT 6: Letter of institutional commitment (name the file “letter.pdf”)
 - ATTACHMENT 7: Abstract (name the file “abstract.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.